

**AGING & DISABILITY RESOURCE CENTER OF THE NORTHWOODS
EXECUTIVE/PERSONNEL COMMITTEE
Friday, September 26, 2014 – 11:30 A.M.
100 West Kennan Street, Rhinelander, Wisconsin**

Members Present: Bix, Millan, Teichmiller

Members Absent: Ritchie (excused), Tuckwell

Call Meeting to Order: Chair Teichmiller called the meeting to order at 11:30 A.M. Also present were Pam Parkkila, Regional Manager, Aging & Disability Resource Center of the Northwoods (ADRC-NW); Jennifer Lueneburg, Oneida County Social Services Financial Services Manager; Dave Krug & Judy Troyk, ADRC-NW Board Members. Both Krug and Troyk were designated voting members of the Committee in the absence of Ritchie and Tuckwell.

Public Comment & Introductions: There were none.

Approval of the Amended Agenda: Millan moved to approve the amended agenda with nine items; Teichmiller seconded. All Ayes. Motion Carried.

Approval of the Minutes of the August 22, 2014 Executive/Personnel Committee Meeting: Teichmiller moved to approve the minutes of the August 22, 2014 Executive/Personnel Committee meeting; Millan seconded. All Ayes. Motion Carried.

Regional Management Plan Template: The Office of Resource Center Development (ORCD) now requires a Regional ADRC Management Plan covering communication among the various entities involved with each ADRC - e.g., regional manager and branch management staff, regional manager and local county boards, branch management staff and local boards or committees, regional manager and the ADRC regional governing board; branch management staff and the ADRC regional governing board. Parkkila is working on the development of this plan which will be presented to the Committee for approval at a later date.

The Committee May Consider a Motion to Adjourn into Closed Session Pursuant to Section 19.85 (1) (c) Wis. Stats. to consider employment, promotion, compensation, or performance evaluation data of an ADRC employee. Topic: ADRC-NW Regional Staff Wages: Troyk moved to go into Closed Session pursuant to Section 19.85 (1) (c) Wis. Stats. to consider employment, promotion, compensation, or performance evaluation data of an ADRC-NW employee. Bix seconded. Roll Call: Bix – Yes; Krug – Yes; Millan – Yes; Teichmiller – Yes; Troyk – Yes. Yes - 5; No - 0. **The Committee went into Closed Session at 11:40 A.M.**

Return to Open Session: Bix moved to return to Open Session; Millan seconded. All Ayes. **The Committee returned to Open Session at 12:00 Noon.** Bix moved to recommend to the full Board of Directors that it grant a raise for the ADRC-NW staff at the rate of 2%. There was no second to this motion. Millan then moved to recommend to the full Board of Directors that it

grant a raise to the ADRC-NW staff at the rate of 1.6%; Troyk seconded. All Ayes. Motion Carried.

Future Agenda Items: Revisions to the evaluation form for the regional manager; regional management plan.

Future Meeting Schedule: The next meeting of the Aging & Disability Resource Center of the Northwoods Executive/Personnel Committee will be a joint session with the Finance Committee at 1:00 P.M. on Thursday, October 23, 2014. The next regularly scheduled meeting of the Executive/Personnel Committee will be Friday, November 7, 2014 at 1:00 P.M.

Adjournment: With no further business, Bix moved to adjourn; Millan seconded. All Ayes. The meeting was adjourned at 12:02 P.M.

Handouts: Minutes of the August 22, 2014 Executive/Personnel Committee meeting; Regional ADRC Management Plan Template; Preliminary Draft of the ADRC-NW Regional Management Plan.